

**Approved Minutes of the  
Brigham City Library Board  
Tuesday, February 16, 2016 – 7:30 p.m.**

**MEMBERS PRESENT:**

Andy Allen  
Lynda Anderson  
Alden Farr

De Ann Lester  
Scott Lyons  
Boyd Misseldine

Sue Hill  
Joyce Dean

**MEMBERS ABSENT/EXCUSED:**

Linda Ashcraft  
Melanie Davidson

**cc:**

Mayor Vincent  
Jason Roberts

Scott Lyons conducted the meeting.

**REVIEW/APPROVAL OF MINUTES:**

The minutes from the November 17, 2015 board meeting were reviewed.

De Ann Lester motioned to approve the minutes from November 17, 2015. Alden Farr seconded. None opposed. Motion passed.

The minutes from the January 19, 2016 board meeting were reviewed. Andy Allen motioned to approve the January 19, 2016 minutes pending Melanie Davidson's approval via phone. Boyd Misseldine seconded. All were in favor. Joyce Dean contacted Melanie Davidson by phone on Friday, February 19, 2016. Melanie Davidson approved the minutes as written. Motion passed.

**VOUCHERS:**

Board members reviewed the January 2016 vouchers statement.

De Ann Lester asked about the payment to Follett School Solutions Inc. Sue Hill explained it is the yearly fee for the library's card catalog data base. The fee includes updates and software. Most companies charge \$30,000 a year minimum. Sue Hill says she is fine with the program, although Elizabeth Schow would like something better.

De Ann Lester moved to pass the January 2016 vouchers. Andy Allen seconded. None opposed. Motion passed.

**LITERACY REPORT:**

Sue Hill read through the literacy information handout that was provided to library board members. (See attached sheet) Sue Hill said Linda Ashcraft is doing a lot of fun things.

**OLD BUSINESS:**

None

## **NEW BUSINESS:**

### **Credit / Debit Cards**

Sue Hill said the library staff suggested we look into a debit/credit card system as many people do not carry cash. Joyce Dean, Lisa Scott, and Elizabeth Schow served on the committee to investigate the proposition to start using debit and credit cards. Sue Hill turned the time over to Joyce Dean.

Joyce Dean referred board members to the handout in their packets. She explained she first contacted the city to see if there were any special stipulations we needed to be aware of and there was. The city has contracted through Chase Paymentech who offered the city a great discount package dealing with the use of credit cards. Since the library is affiliated with the city, we are required to go through Chase Paymentech.

Joyce Dean said she called Chase, got prices, and asked questions. We basically have to purchase the terminal and every transaction has a fee. We asked if we could charge the people so the library would not have to pay the fee but we cannot because the city is receiving an amazing discount for their utility billing and if we started charging a fee it would cause them to charge a fee and they would lose their discount. The fee averages 3% per transaction. Debit cards are a flat 10 cents. "Business" cards are charged a \$1.50 fee in addition to the 3% transaction fee. The committee decided if we were going to start accepting credit cards, we would only allow VISA and Mastercharge, and the transactions needed to be at least \$5.00.

Andy Allen commented his wife uses Chase Paymentech through her work and you do have to worry about Discover cards and others because they offer the cash back plans; you cannot charge the customer because it discourages the people from using the card. Andy Allen suggested the library limit transactions to debit cards only to avoid the excessive fees. Joyce Dean said she asked Diane Reichard at the city for an estimate of the amount of fees we might be looking at. Diane Reichard compared us to one of the smaller departments in the city and it could be about \$38.00 a month. Even with the fee, the library would probably collect more in revenue because people would be willing to pay their fines. Right now people come in and ask if they can use a card and we have to send them over to the city offices; they just do not pay the fine. Scott Lyons asked if their fines continue to be outstanding. Joyce Dean said some patrons use their kids' cards, or they pay their fine down to \$5.00 which is the amount we allow them to still checkout.

Sue Hill said we could recover the 3% by raising the fines amount which is currently 10 cents per day.

Andy Allen said before raising fines, he would like to try it out for six months or a year and see if we would be collecting more in total revenue than before. If so, there is no need to raise the fines. Joyce Dean said we would like to try it for a trial period to see what we are looking at before the new budget year. Andy Allen said another advantage to only taking debit cards is the credit card company cannot take the money back due to a dispute.

Lynda Anderson asked if the library account should be hacked, such as what happened with Target, what is the library's liability. Sue Hill said none of the person's information is stored so that should not be a problem.

The terminal has been ordered. It was discussed it is a good idea to give it a trial period. Sue Hill felt it is a good idea to start with only debit cards and do not announce using credit cards. It is much easier to add options than it is to take away options.

### **Programming Updates**

Writing Group: Sue Hill said a program is currently going on in the auditorium with three women authors; about 21 people are in attendance.

James Madison Program: The James Madison program starts Thursday with a book discussion on *Madison's Gift: Five Partnerships that Built America*. Then every week for five more weeks there will be different professors from Utah State University and Weber State University. Most of the scholars have been a part of other book discussion groups held here at the library and are good at speaking and discussing.

**Budget**

Sue Hill said she received the budget worksheet and preparation schedule today. She pointed out she was supposed to get the worksheet on January 27, but she received it today. The human resource coordinator was supposed to give her preliminary costs on January 26, but she has not received those costs yet.

The meeting with the Mayor is scheduled for March 1 or 2. She cannot do anything until she receives the personnel costs. She will call Rick Bosworth to see when he will be getting them to her. She is going to raise Linda Ashcraft's hours up to 20 hours per week. Linda Ashcraft's hours are currently at 15 hours per week, but she is doing a lot more programming than in the past. Sue Hill said she feels Linda Ashcraft's hours need to go up to 20 hours per week. Twenty hours per week was the agreed amount with the literacy board and the library when the program first started; if more hours are needed, or more personnel, those costs are covered through grants and donations to the literacy program.

At the bottom of the expenditure lines there is an amount listed of \$11,000 for facility and maintenance charges for last year. The city increased that amount to \$14,000 for this year. Sue Hill said she has never seen one charge yet to show what that money was used for. She knows \$4,000 comes off the top to pay for Derek Oyler and Bob Tuck. The rest of the money is supposed to be used per job when they come over and help us with things throughout the year. During the first year this was started, she was told the software was not ready and they would send her a report when the software was ready. She never did receive a report. When she goes to talk to the Mayor about next year's budget, she will ask about getting an accounting for this expenditure line.

She is not planning on changing anything else in the budget. We always have increases in personnel costs. Sue Hill said if board members would like to come meet with her about the budget before she meets with the Mayor, please call her since there will not be another board meeting before the budget meeting. She will tell the Mayor it is pending per the normal board meeting. Sue Hill said part of the problem is the library board is the only governing board in the city, but the city does not take that into account when they set up when the budgets are due. She was upset a couple of years ago when the city added the repair/maintenance charges unknowing to her. It really bothers her they have raised the maintenance fee over \$14,000. She keeps up her building, it is not falling apart. We pay our own custodial. Perhaps we are helping other departments repair their buildings, and when our building needs repairs they will help us, she does not know. The \$9,000 for the TI was agreed on by the board and the city. This charge has remained the same for the past several years. It may at some point have to be raised.

Andy Allen said the money is probably being used to pay their salaries. Lynda Anderson asked if Sue Hill can ask for a breakdown of materials and times. Sue Hill said she will mention it to Jason Roberts.

Alden Farr said the city is shorthanded right now with staff. Derek Oyler is doing two jobs, and Bob Tuck probably does not do a lot on the computer. Hopefully they will be getting people in place so one person is not doing two positions. It is unlikely she will get an itemized bill from Bob Tuck. Sue Hill said she realizes Bob Tuck has a lot of buildings to keep up on. It would be better to have a clerk input the information. Lynda Anderson wondered why they don't just set up an excel spreadsheet that Bob Tuck can plug the numbers in. Sue Hill said she heard they had developed some software to do it all but she has never seen a report generated to her.

Alden Farr volunteered to follow up on this and get back with the board. Sue Hill asked Alden Farr to ask them if she can receive a report for this year too. It was her understanding it was not a fixed amount and it was determined by how much we used. As far as she can tell, they take the whole amount without any justification.

**Other Items**

Librarian Visits: De Ann Lester proposed the board invite the other librarians to come in and present to the board what they are doing. Sue Hill is present at the board meeting and reports on her programs, but the board never hears what the others are doing. Sue Hill said she used to have the librarians come, but a lot of them do

not like to give up their night off. De Ann Lester said she asked the librarians and they are willing; they would each only need to come once during the year. Sue Hill mentioned having them report at the first of the meeting so they can leave right after. She will set up the first one to begin in April.

Sue Hill said she has a wonderful staff. She tries to report on their programs. Susan Behring is doing the gardening program in the spring. Elizabeth Schow does the writing group and Fall Book Festival. Most of Michele Schumann's time is spent on programming; she is also the safety officer - probably the best safety officer in the whole city! Every month she prepares a new safety learning handout that each staff member must read and sign off on. Sue Hill said she has heard from the city Michele Schumann is one of the best safety officers. Connie Edwards does wonderful work on ordering young adult titles and all of the DVDs. She usually picks the award winners before they are award winners. Connie Edwards also does a monthly parent/kid book group which is now up to two programs. Participants get a book to share per family and they get to keep the book. Michele Schumann and Connie Edwards both do a great summer reading program. Sue Hill thanked De Ann Lester for the suggestion.

#### **DISTRIBUTION:**

- Newspaper Publicity
- Circulation Statistics Report – July 2014 - January 2016
- Revenues and Expenditures – January 2016
- Staff Meeting Minutes – January 27, 2016

#### **ANNOUNCEMENTS:**

Next Board Meeting: Tuesday, March 15, 2016, 7:30 p.m.

Andy Allen asked to be excused next board meeting – he will be out of town.

#### **ADJOURNMENT:**

De Ann Lester motioned to adjourn the meeting. Alden Farr and Lynda Anderson seconded. None opposed. Motion passed. Meeting adjourned approximately 8:10 pm.